

RUMS: Startup Guide
(ReliTouch User Management Suite)

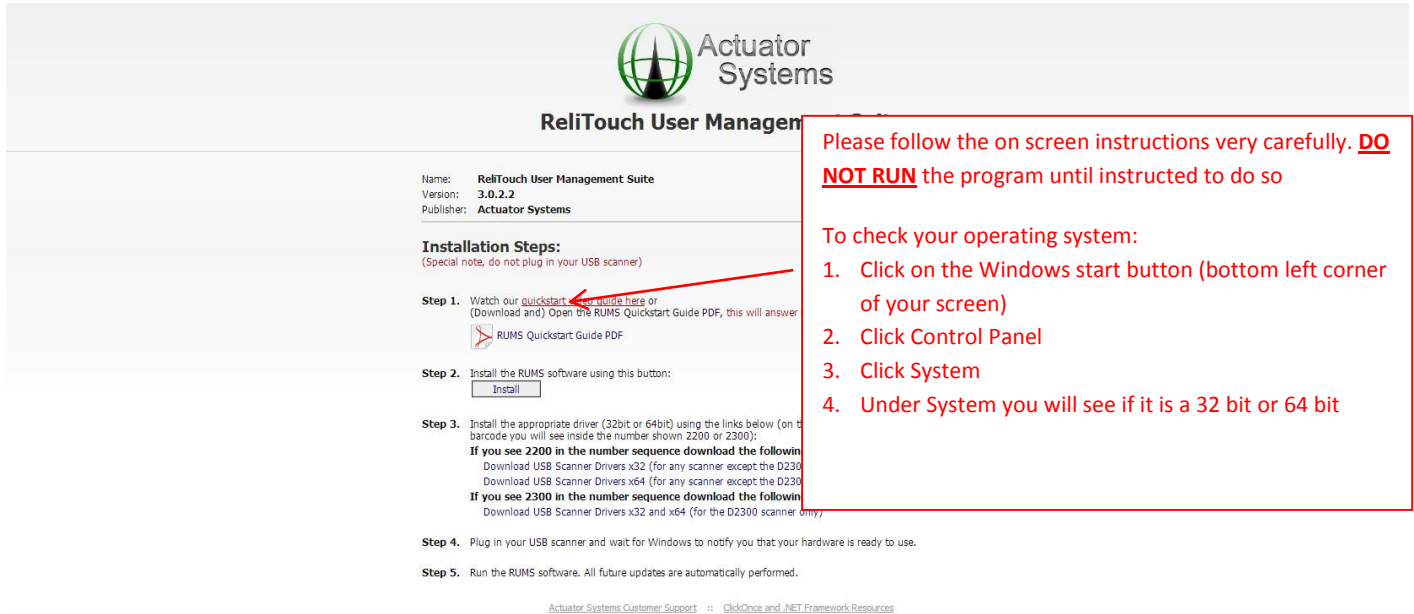
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Installation

You can also watch the setup video here if you would like a visual setup guide:

http://www.youtube.com/watch?v=7d3T_t0OsYM



Actuator Systems

ReliTouch User Management Suite

Name: ReliTouch User Management Suite
Version: 3.0.2.2
Publisher: Actuator Systems

Installation Steps:
(Special note, do not plug in your USB scanner)

Step 1. Watch our quickstart video here or (Download and) Open the RUMS Quickstart Guide PDF, this will answer your questions.
 RUMS Quickstart Guide PDF

Step 2. Install the RUMS software using this button:

Step 3. Install the appropriate driver (32bit or 64bit) using the links below (on the barcode you will see inside the number shown 2200 or 2300):
If you see 2200 in the number sequence download the following
Download USB Scanner Drivers x32 (for any scanner except the D2300)
Download USB Scanner Drivers x64 (for any scanner except the D2300)
If you see 2300 in the number sequence download the following
Download USB Scanner Drivers x32 and x64 (for the D2300 scanner only)

Step 4. Plug in your USB scanner and wait for Windows to notify you that your hardware is ready to use.

Step 5. Run the RUMS software. All future updates are automatically performed.

Actuator Systems Customer Support :: ClickOnce and .NET Framework Resources

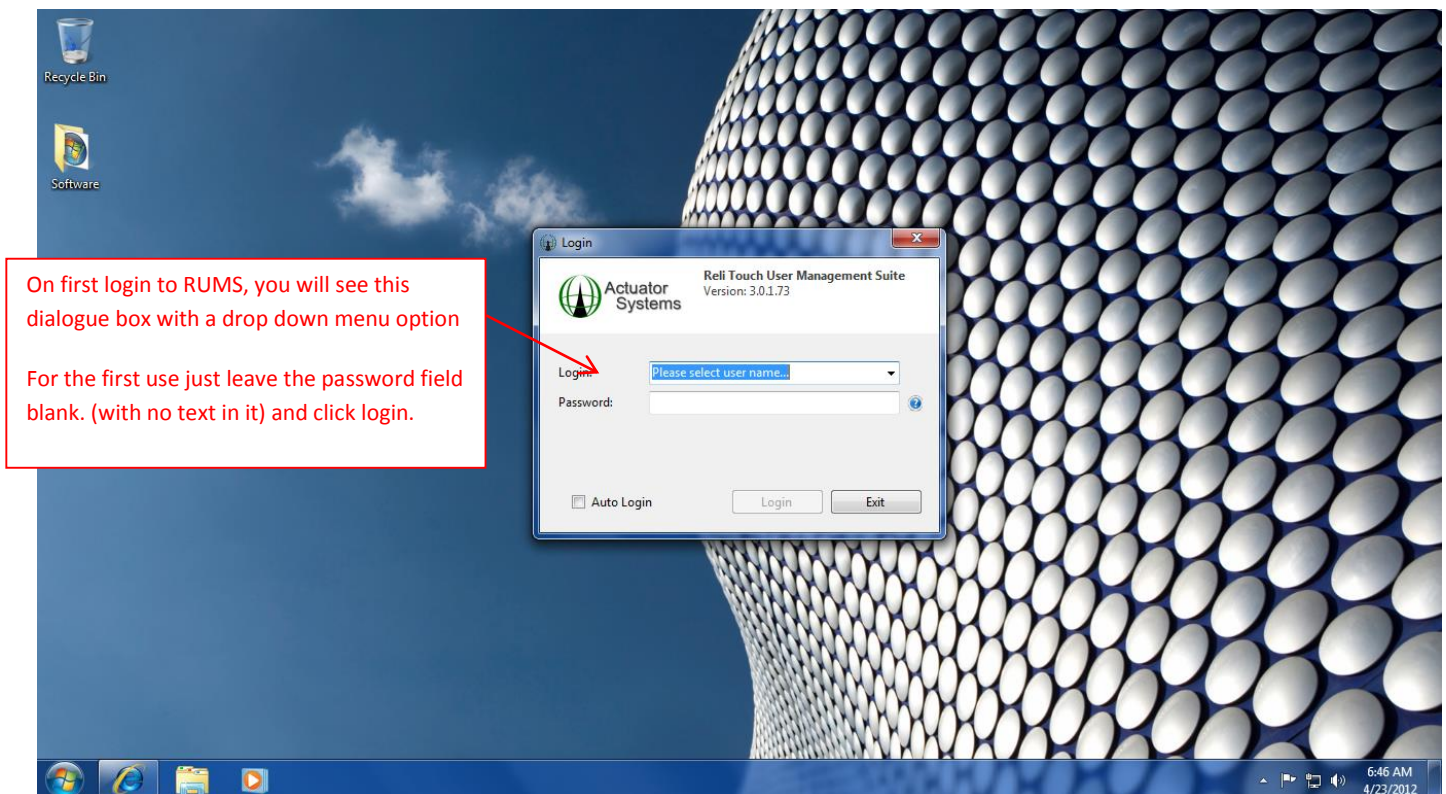
Please follow the on screen instructions very carefully. **DO NOT RUN** the program until instructed to do so

To check your operating system:

1. Click on the Windows start button (bottom left corner of your screen)
2. Click Control Panel
3. Click System
4. Under System you will see if it is a 32 bit or 64 bit

Logging In For the First Time

Step 1: Initial Login as Super Administrator to create a Password

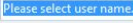


On first login to RUMS, you will see this dialogue box with a drop down menu option

For the first use just leave the password field blank. (with no text in it) and click login.

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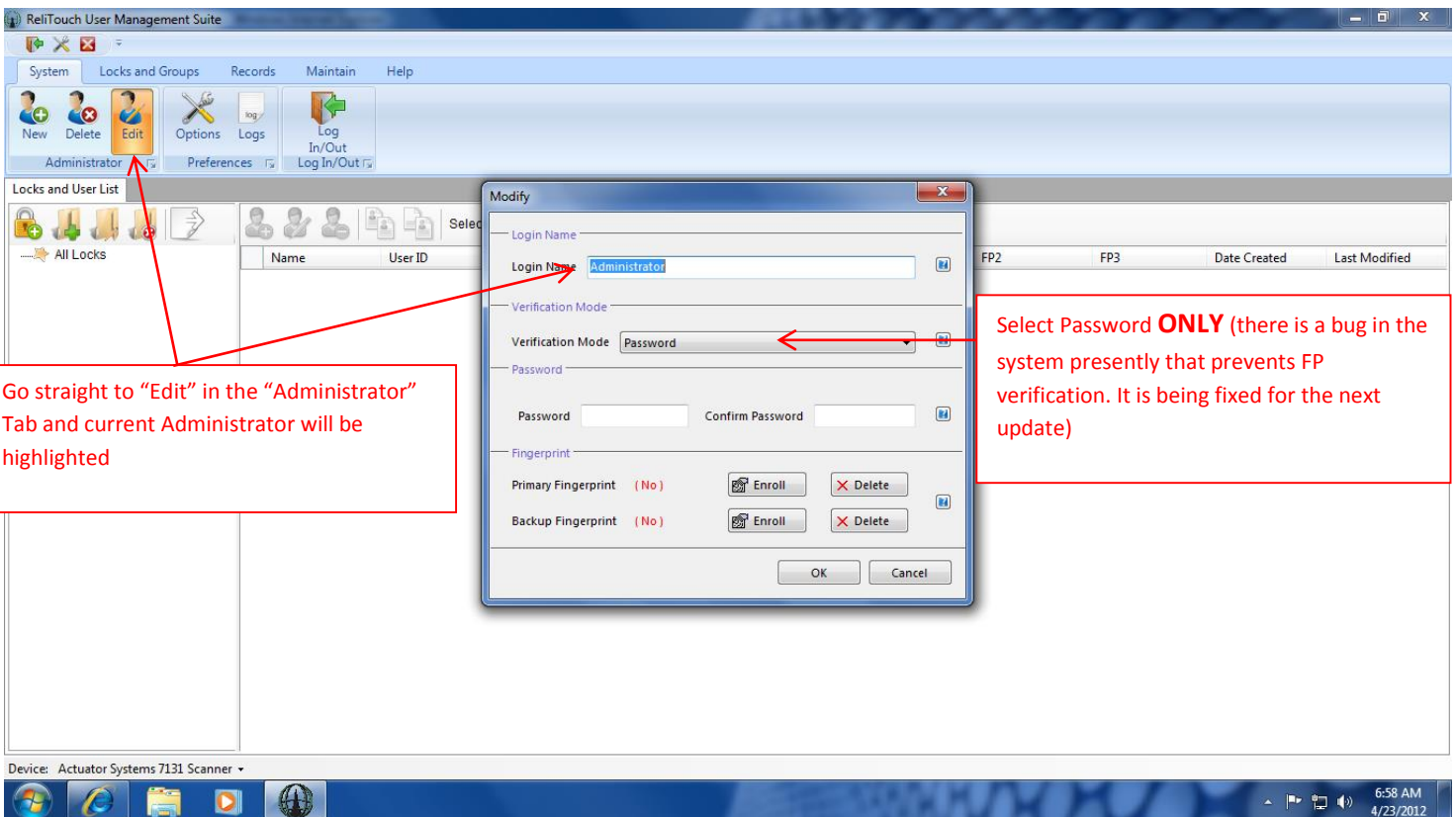
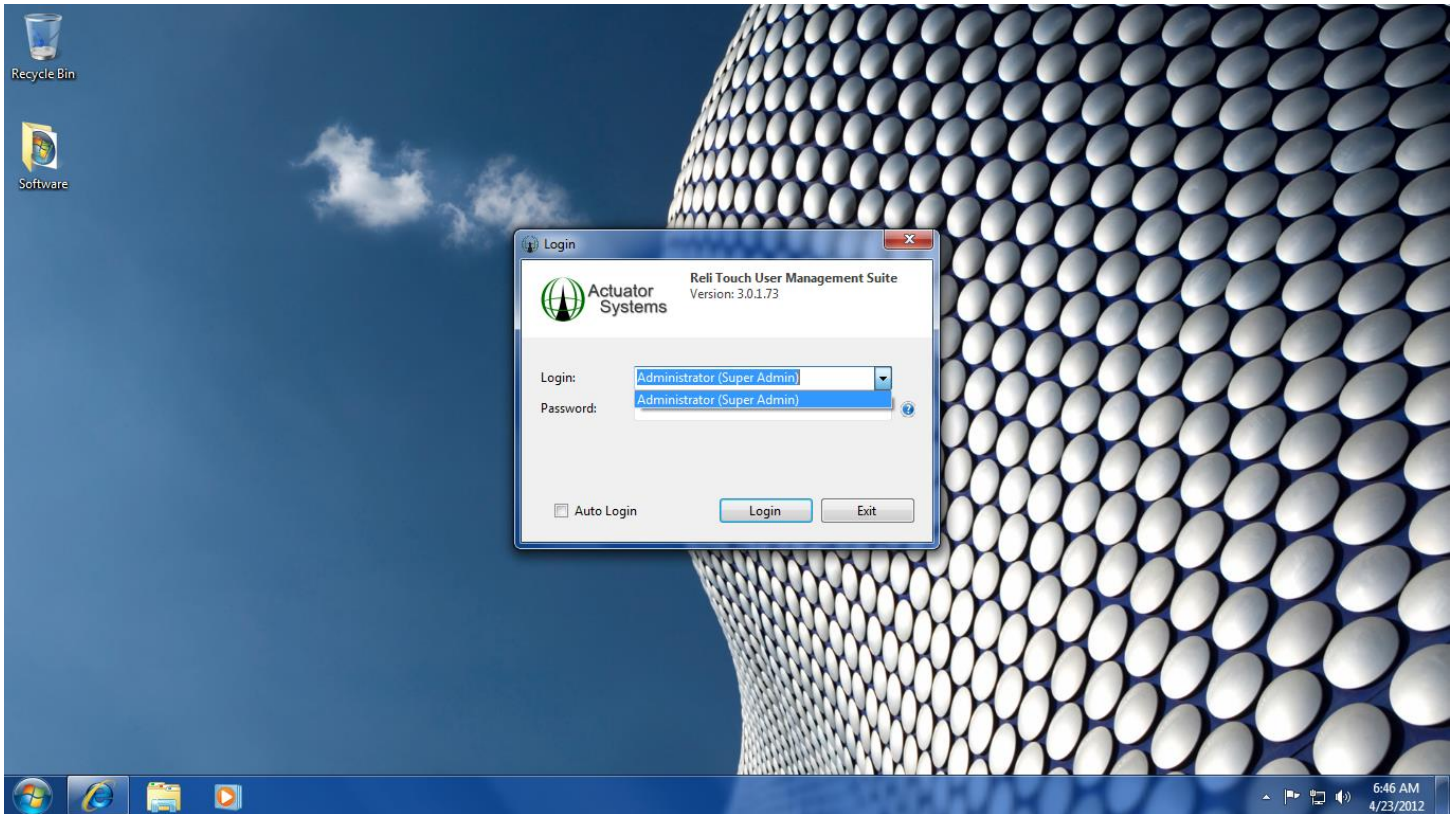
Reli Touch User Management Suite
Version: 3.0.1.73

Logon:  Please select user name...

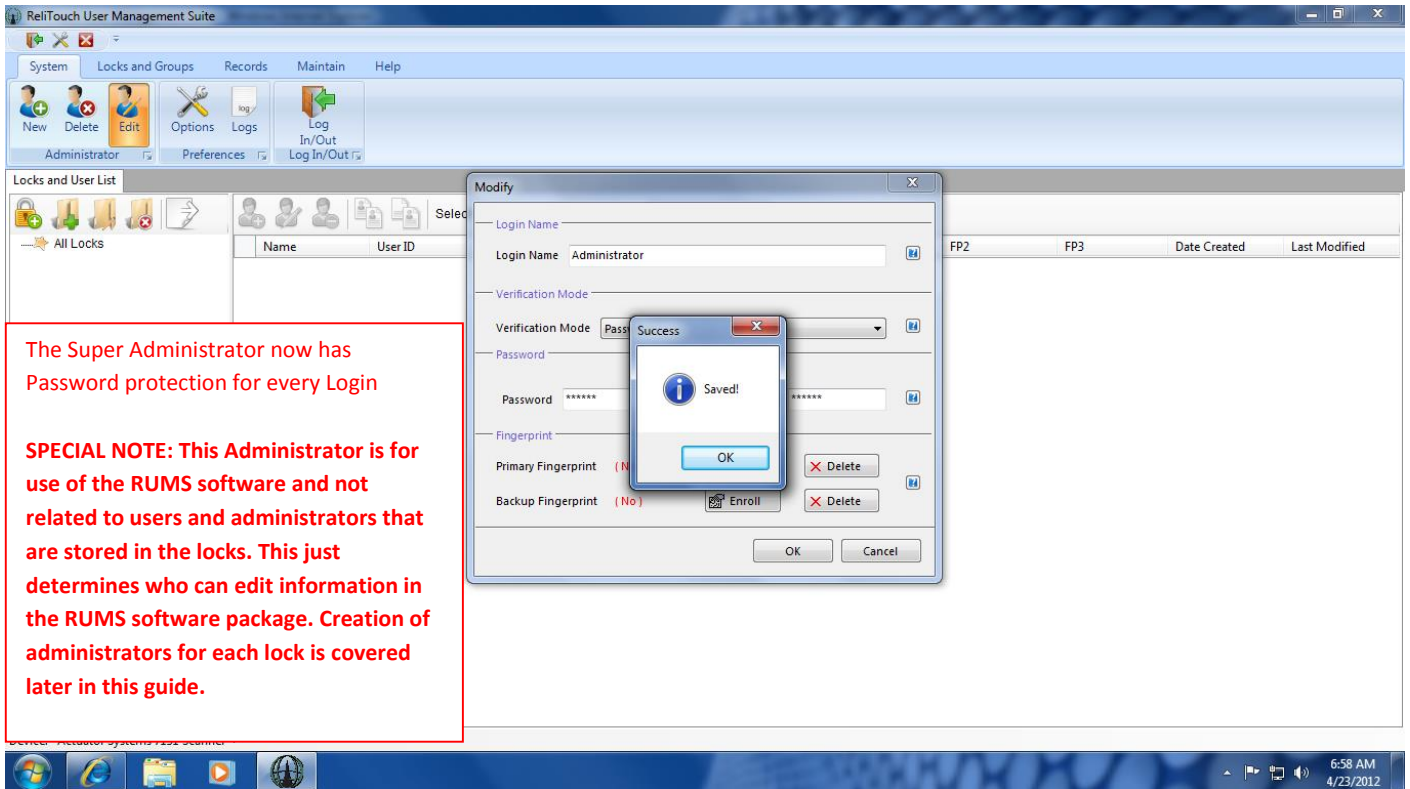
Password:

☐ Auto Login

6:46 AM 4/23/2012



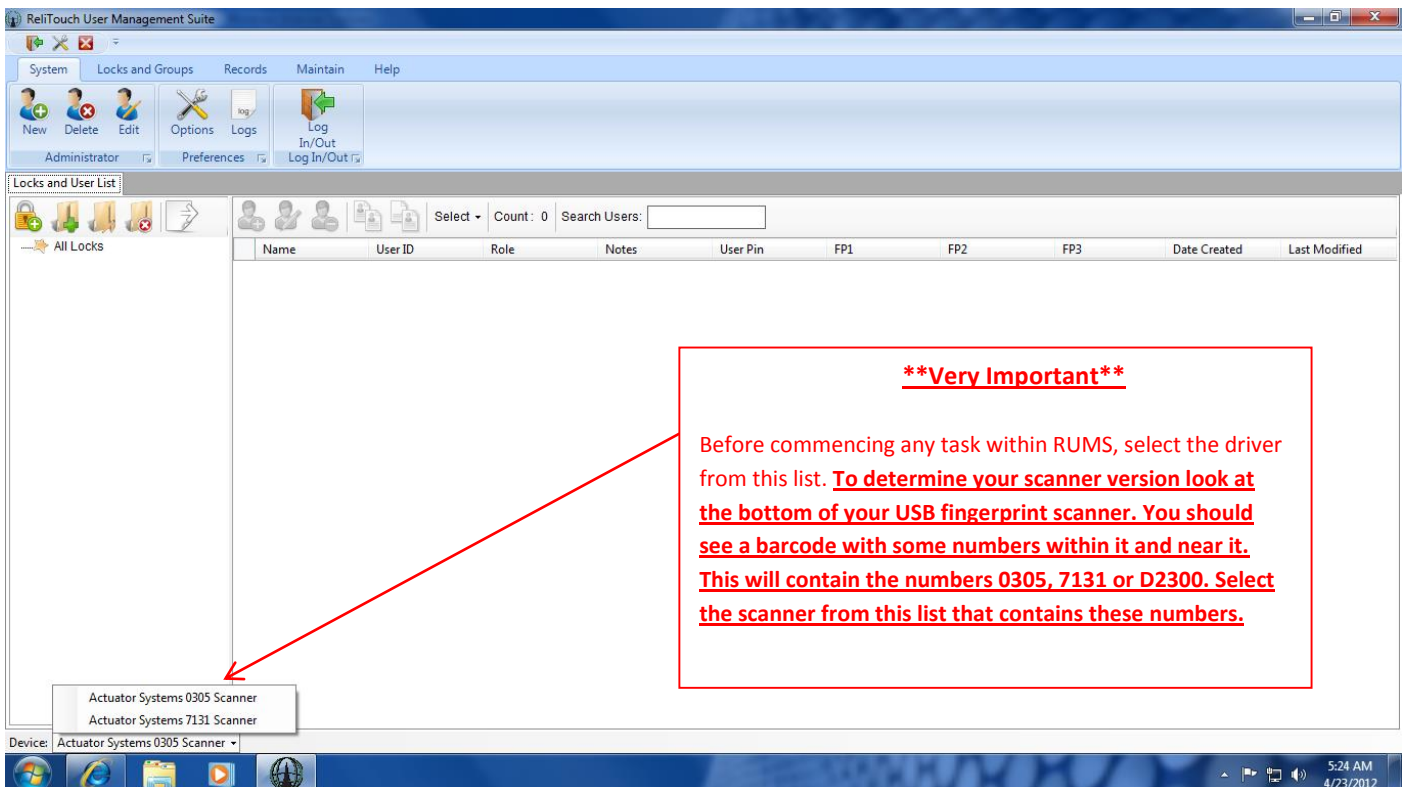
Creating an Administrator



The Super Administrator now has Password protection for every Login

SPECIAL NOTE: This Administrator is for use of the RUMS software and not related to users and administrators that are stored in the locks. This just determines who can edit information in the RUMS software package. Creation of administrators for each lock is covered later in this guide.

Choosing and setting up your USB Fingerprint Scanner

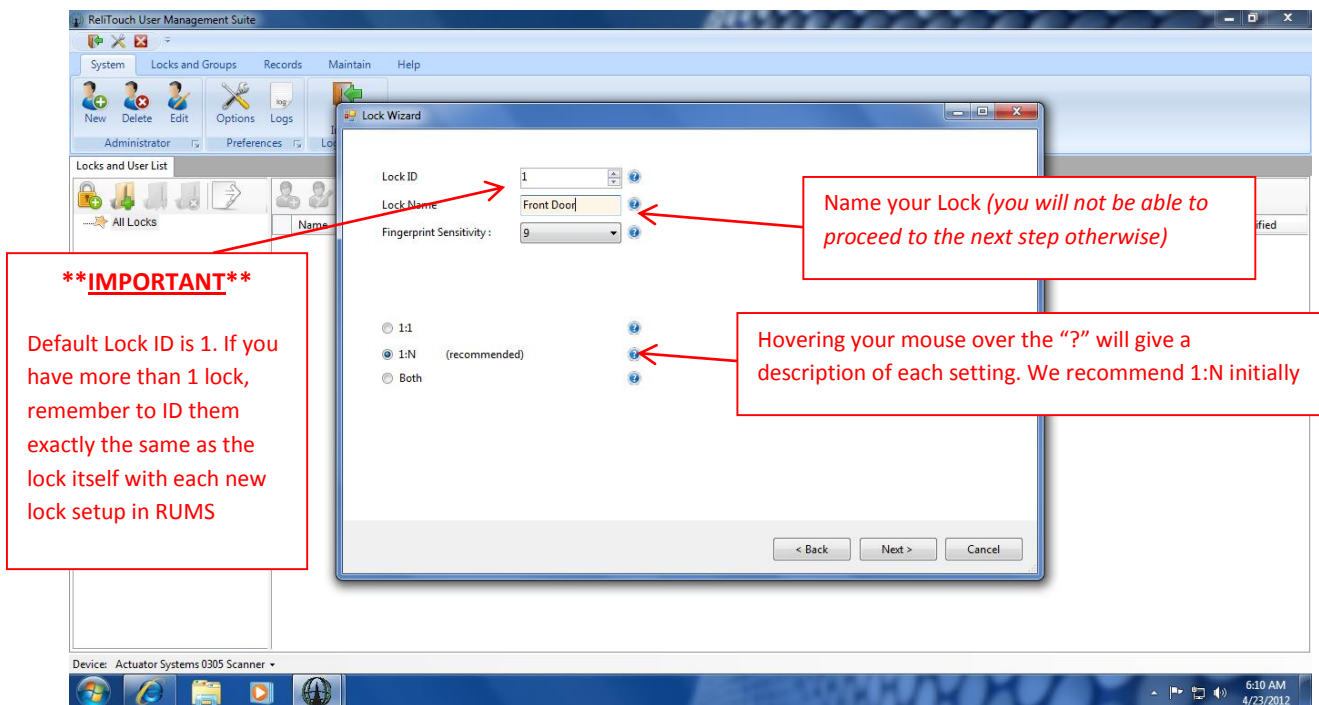
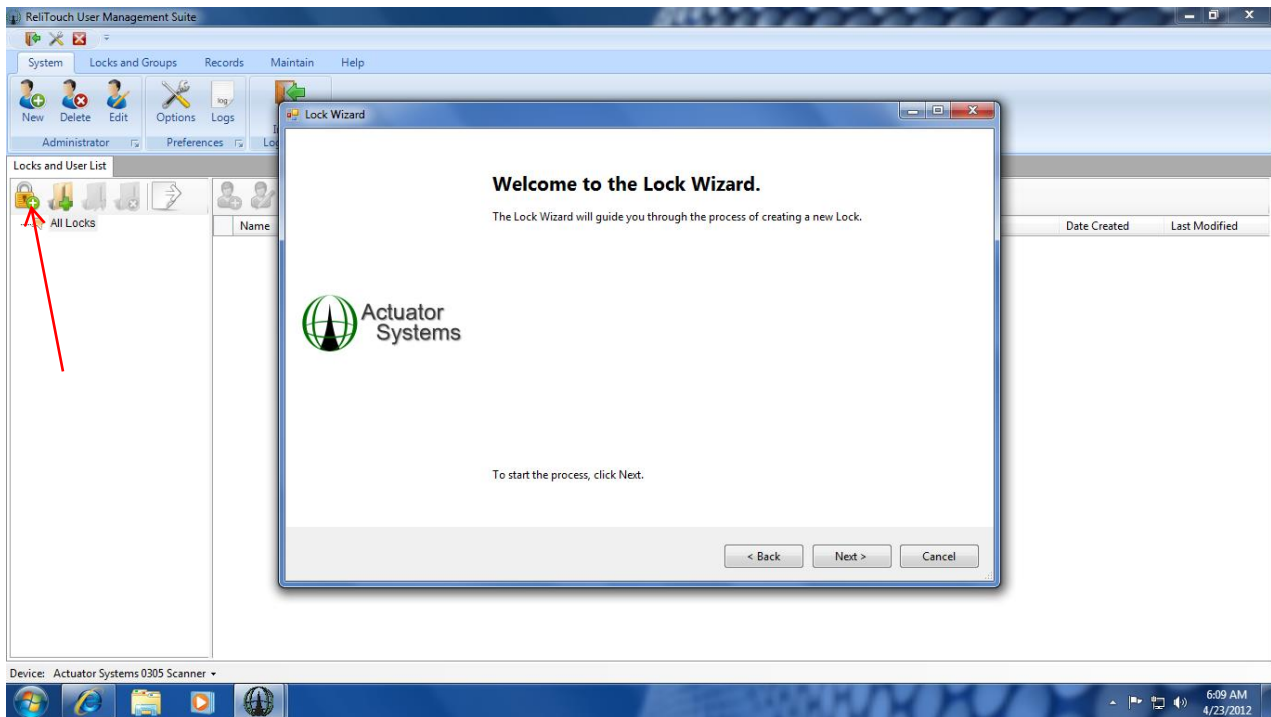


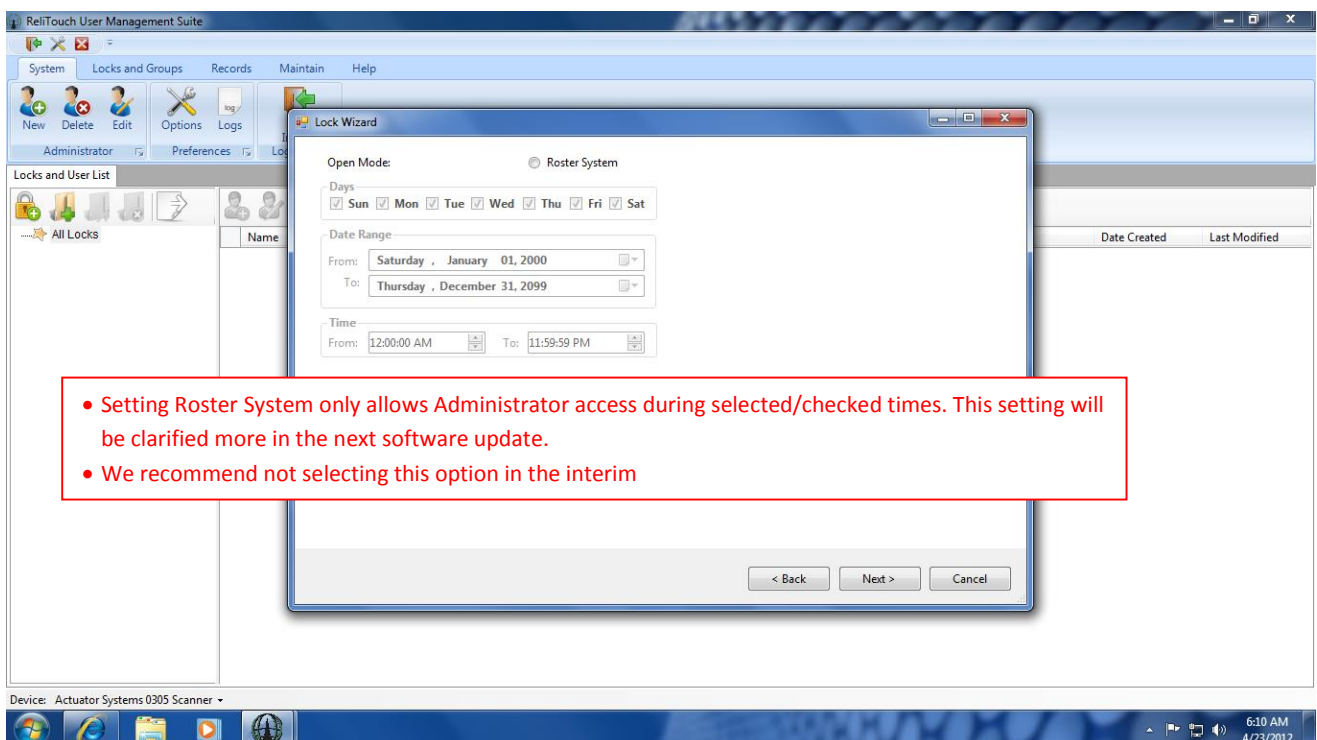
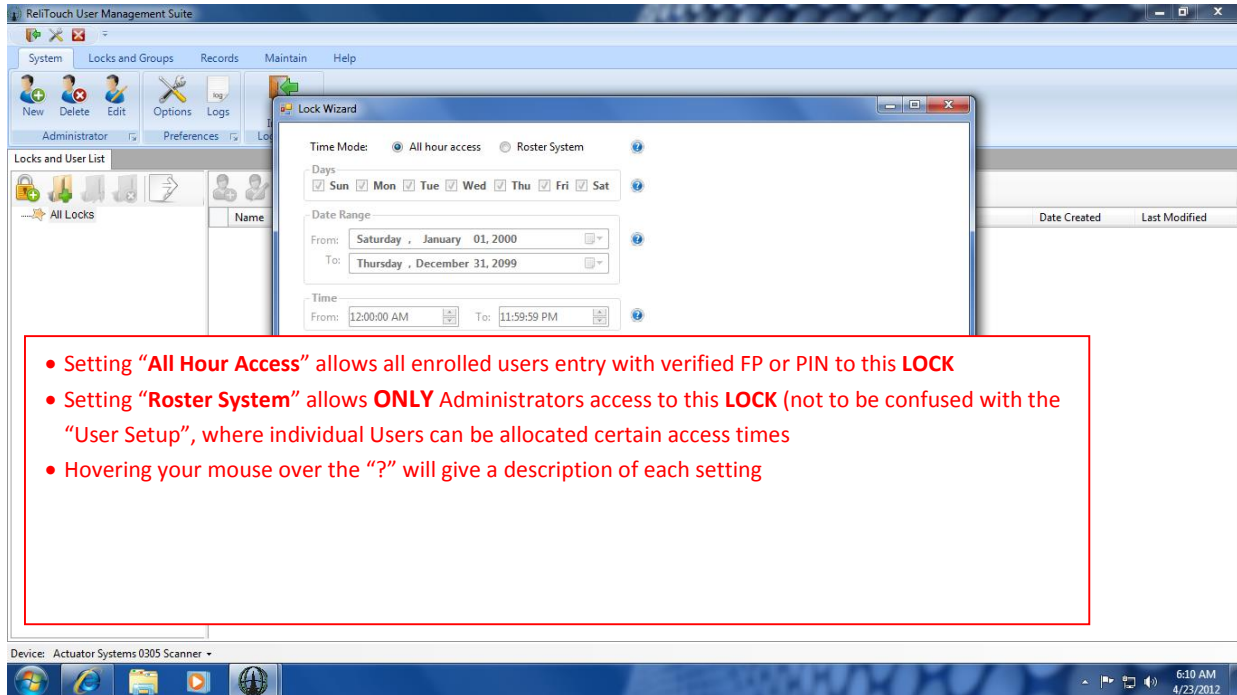
****Very Important****

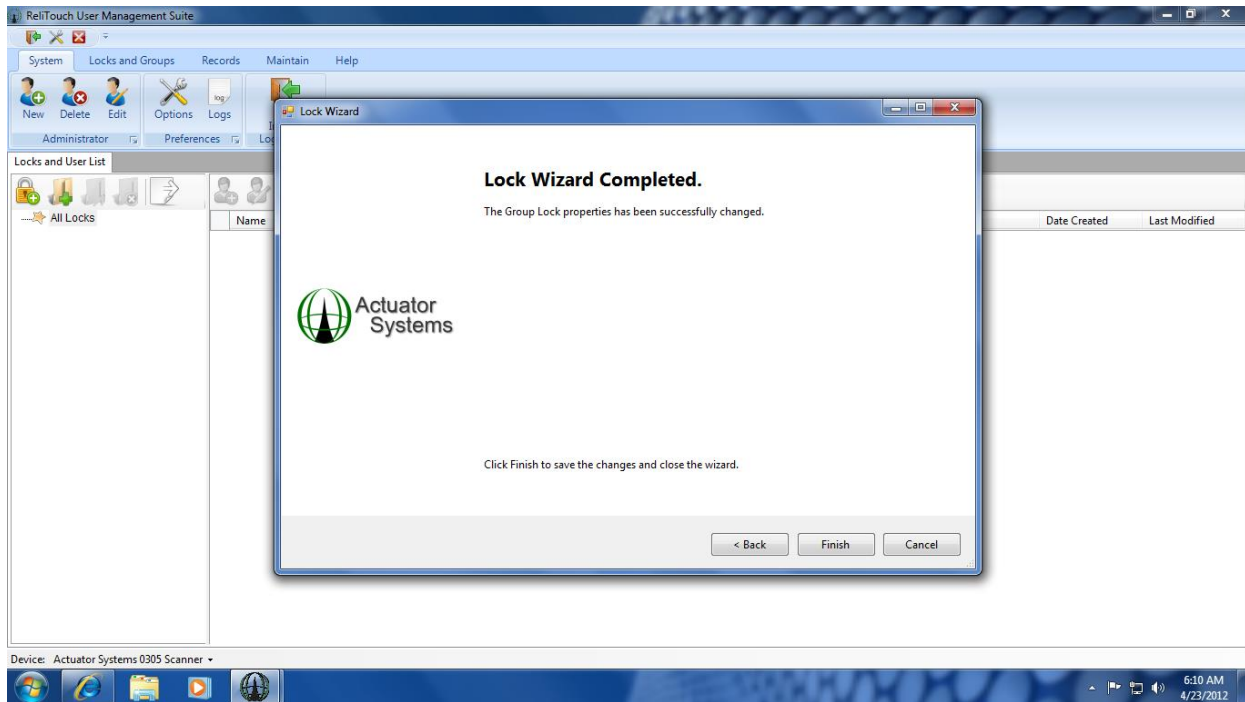
Before commencing any task within RUMS, select the driver from this list. **To determine your scanner version look at the bottom of your USB fingerprint scanner. You should see a barcode with some numbers within it and near it. This will contain the numbers 0305, 7131 or D2300. Select the scanner from this list that contains these numbers.**

Device: Actuator Systems 0305 Scanner

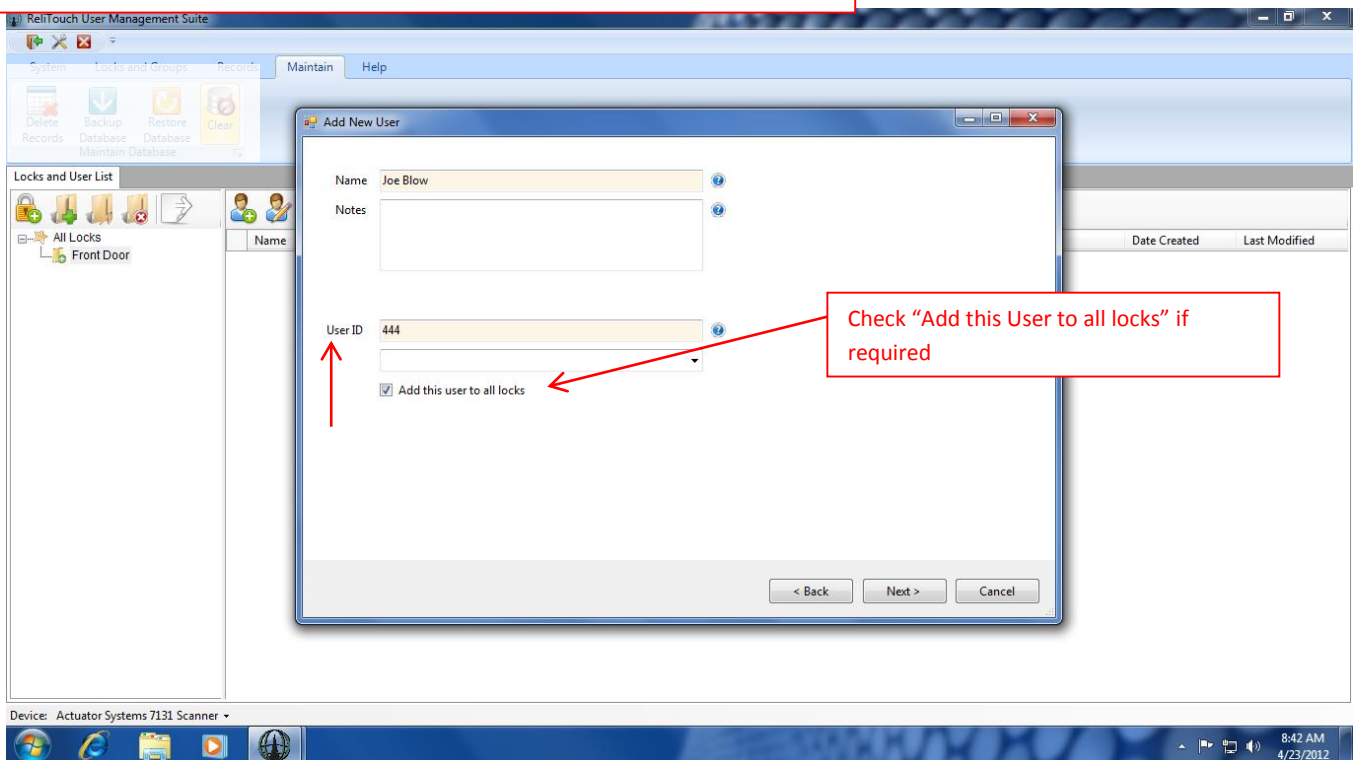
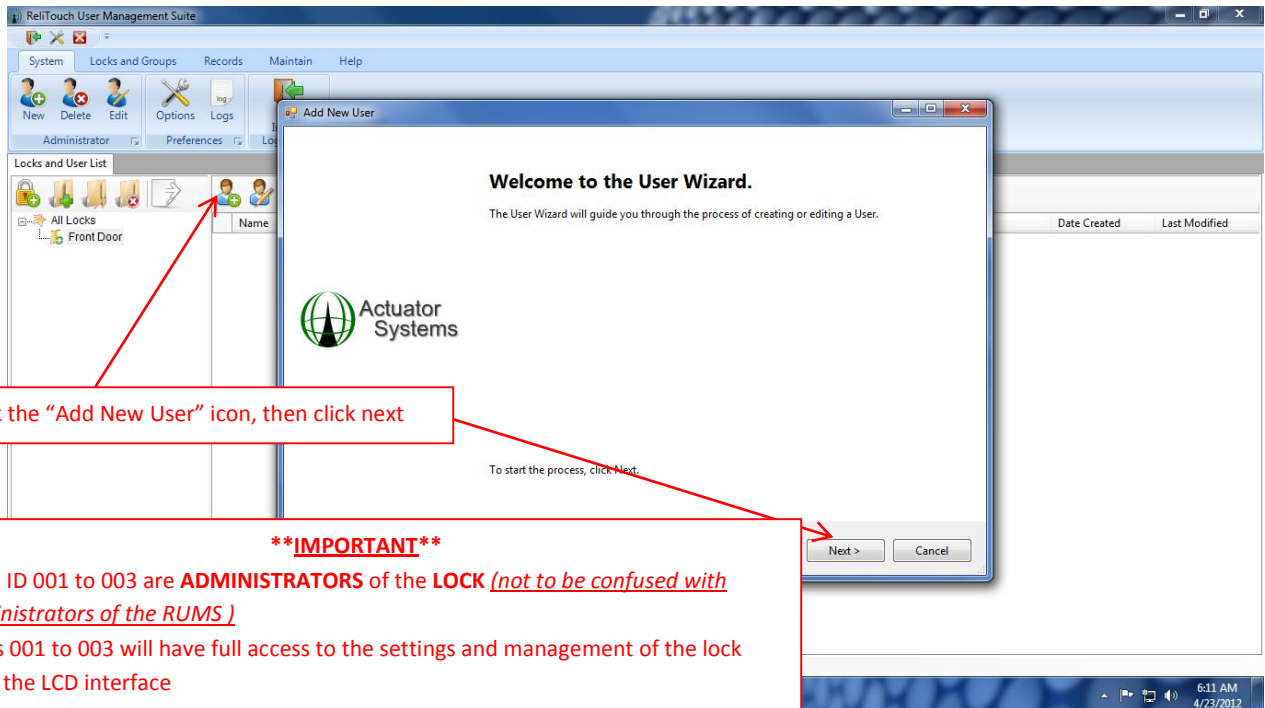
Setting up a New Lock

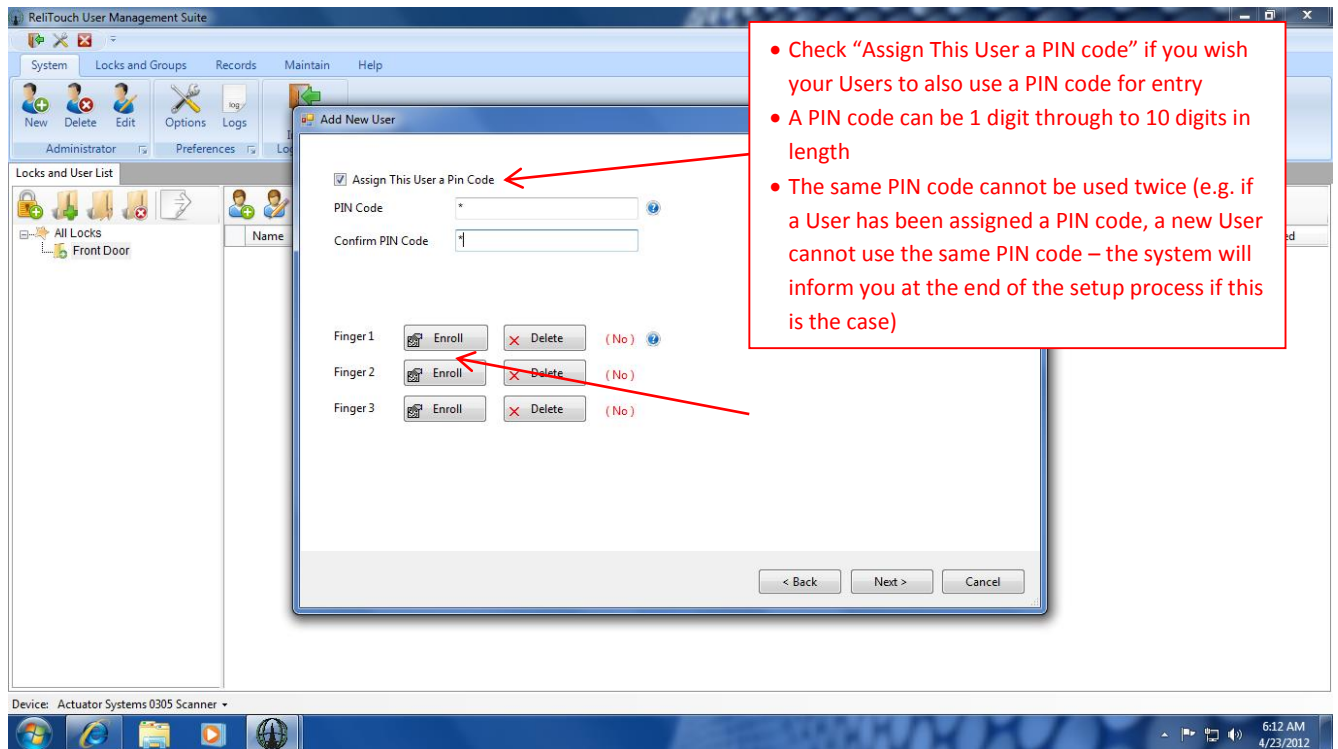






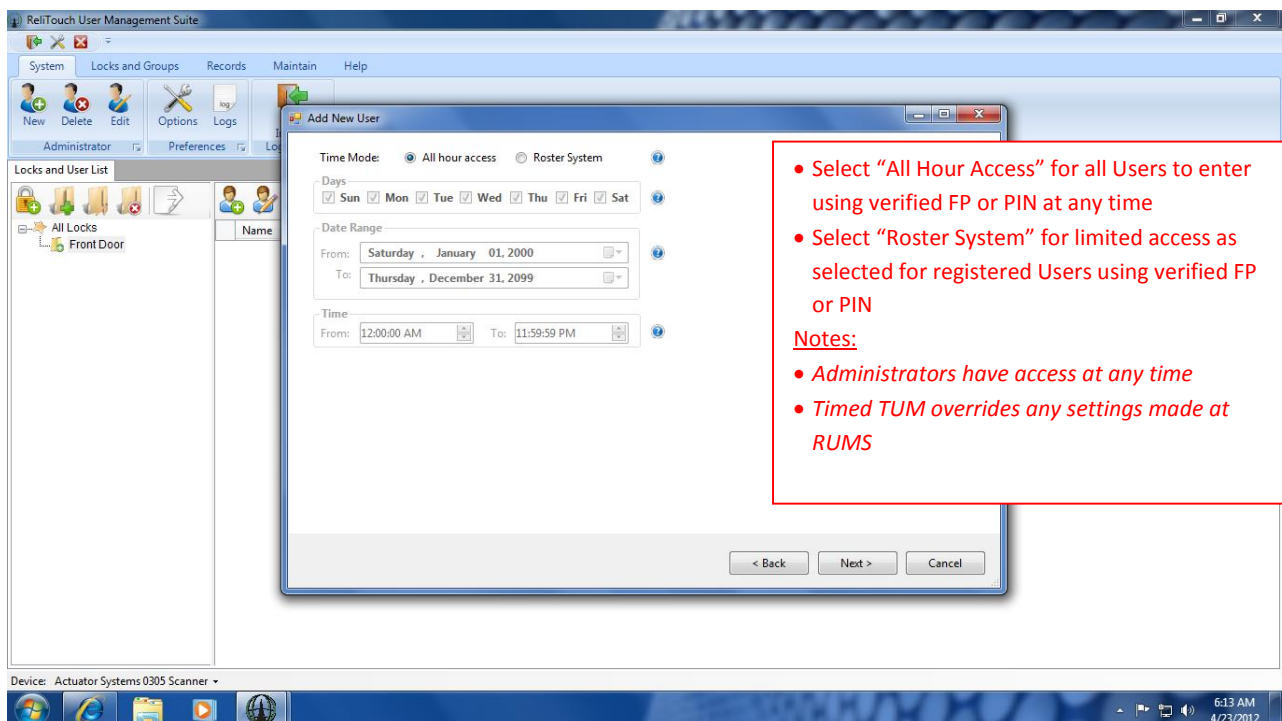
Adding Users and Administrators to your Locks





The screenshot shows the 'Add New User' dialog box in the ReliTouch User Management Suite. The 'Assign This User a Pin Code' checkbox is checked. Below it are fields for 'PIN Code' and 'Confirm PIN Code'. At the bottom, there are three rows for 'Finger 1', 'Finger 2', and 'Finger 3', each with an 'Enroll' button, a 'Delete' button, and a '(No)' option. Red arrows point from the text boxes to the 'Assign This User a Pin Code' checkbox and the 'Enroll' button for Finger 1.

- Check "Assign This User a PIN code" if you wish your Users to also use a PIN code for entry
- A PIN code can be 1 digit through to 10 digits in length
- The same PIN code cannot be used twice (e.g. if a User has been assigned a PIN code, a new User cannot use the same PIN code – the system will inform you at the end of the setup process if this is the case)



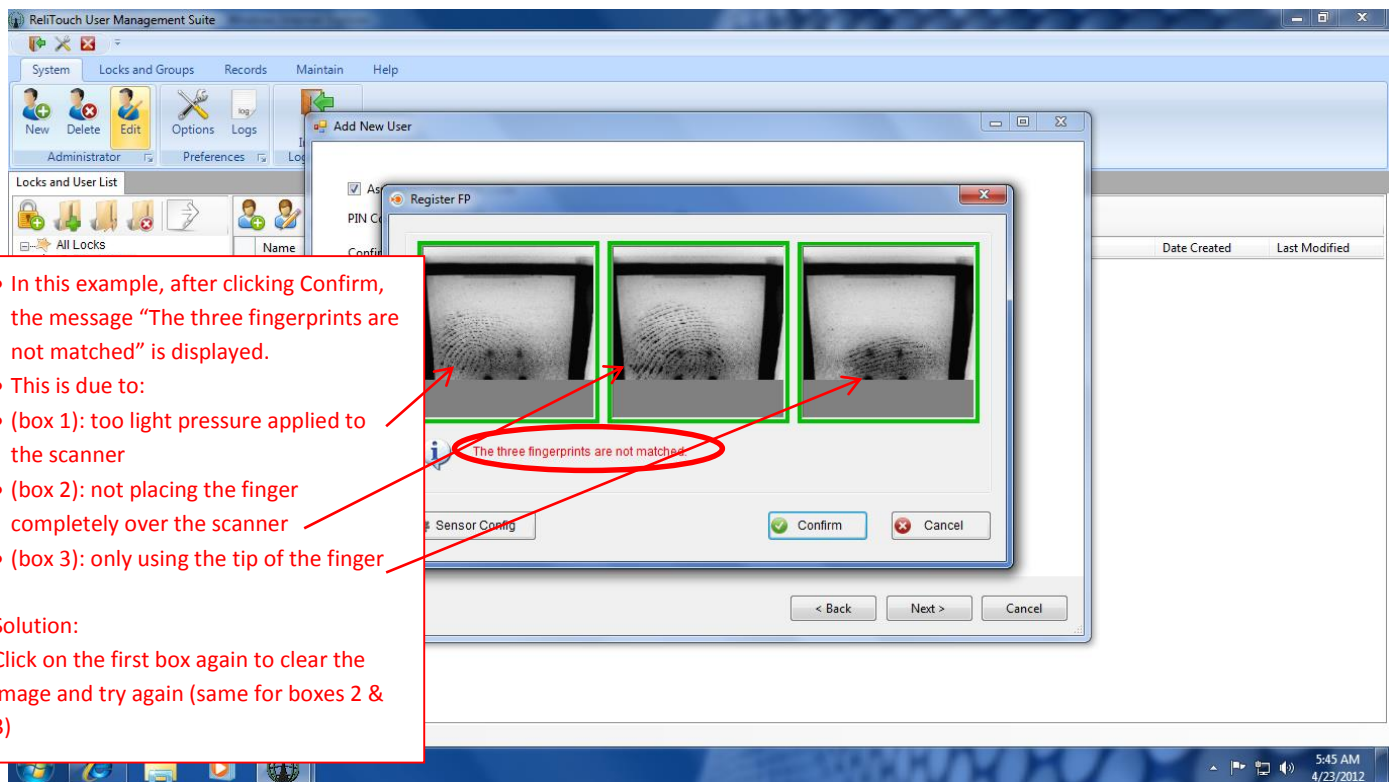
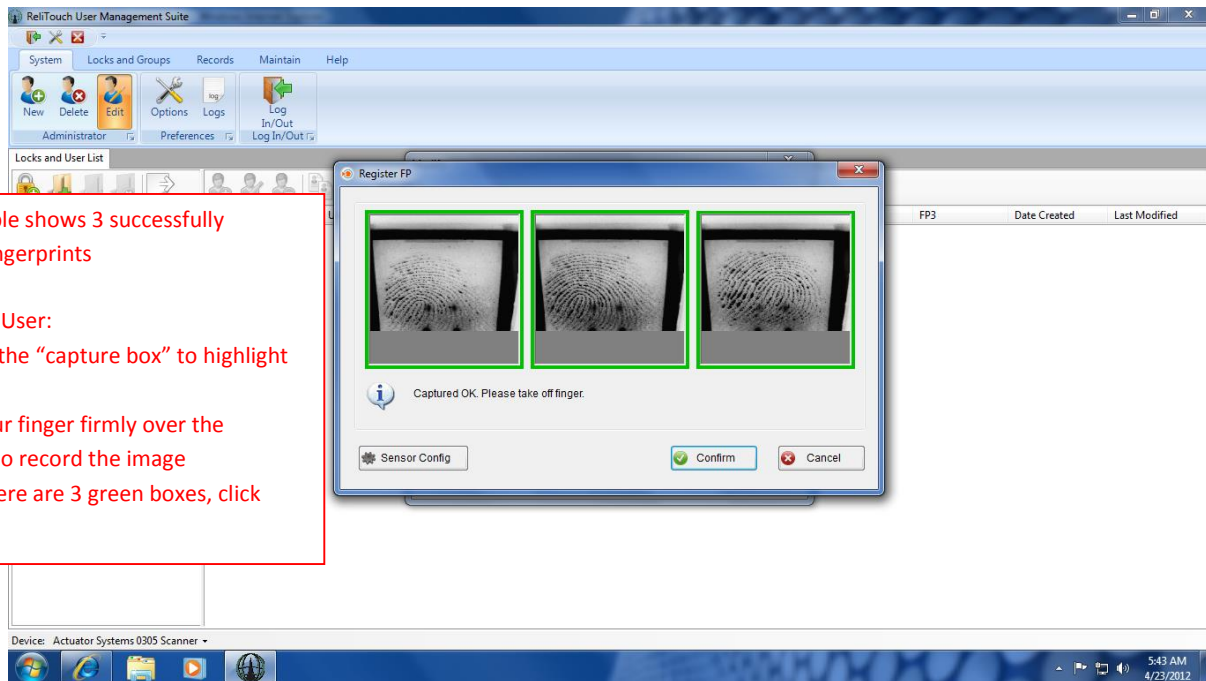
The screenshot shows the 'Add New User' dialog box in the ReliTouch User Management Suite, specifically the 'Time Mode' section. The 'All Hour access' radio button is selected. Below it are fields for 'Days' (Sun, Mon, Tue, Wed, Thu, Fri, Sat), 'Date Range' (From: Saturday, January 01, 2000; To: Thursday, December 31, 2099), and 'Time' (From: 12:00:00 AM; To: 11:59:59 PM). Red arrows point from the text boxes to the 'All Hour access' radio button and the 'Days' checkboxes.

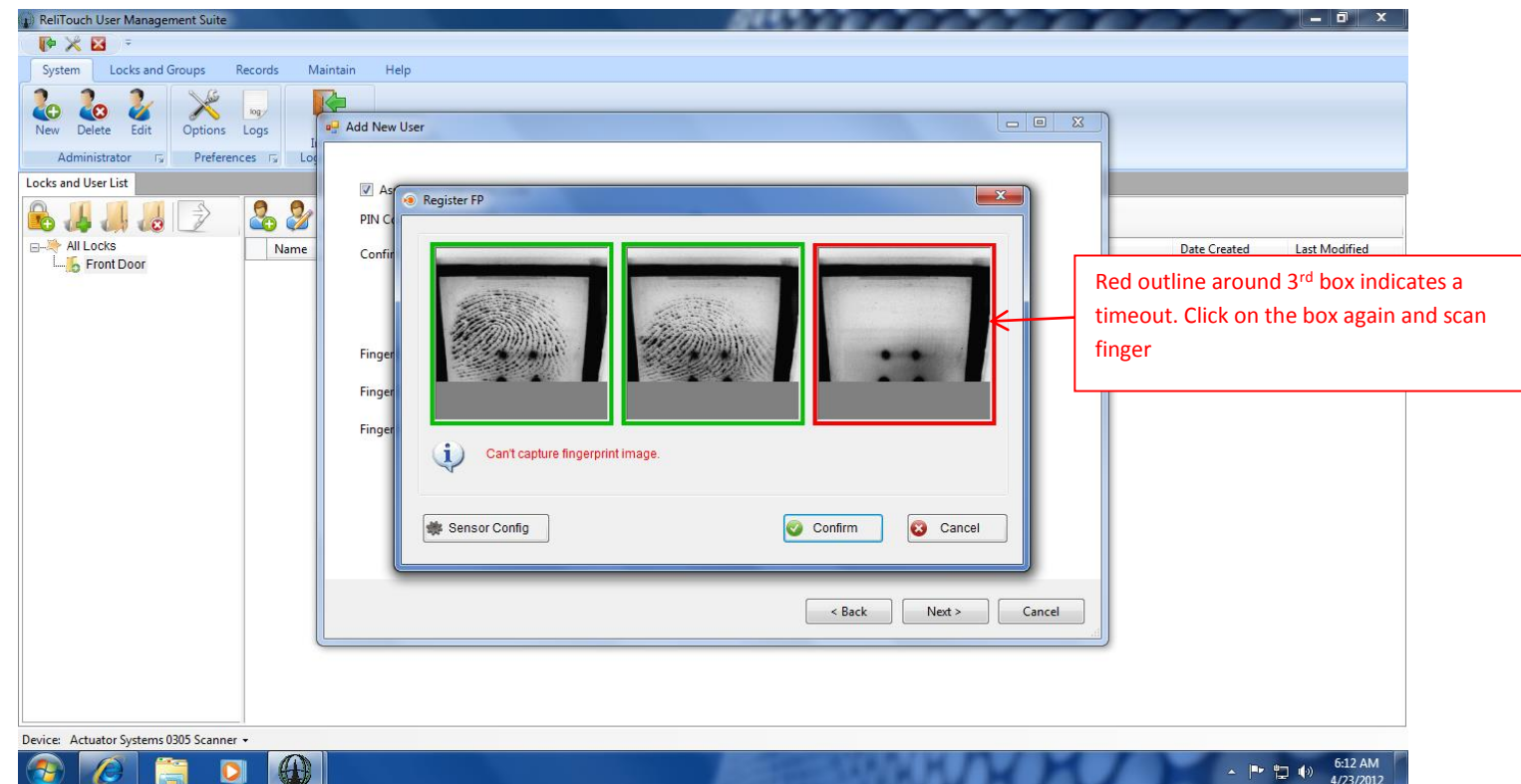
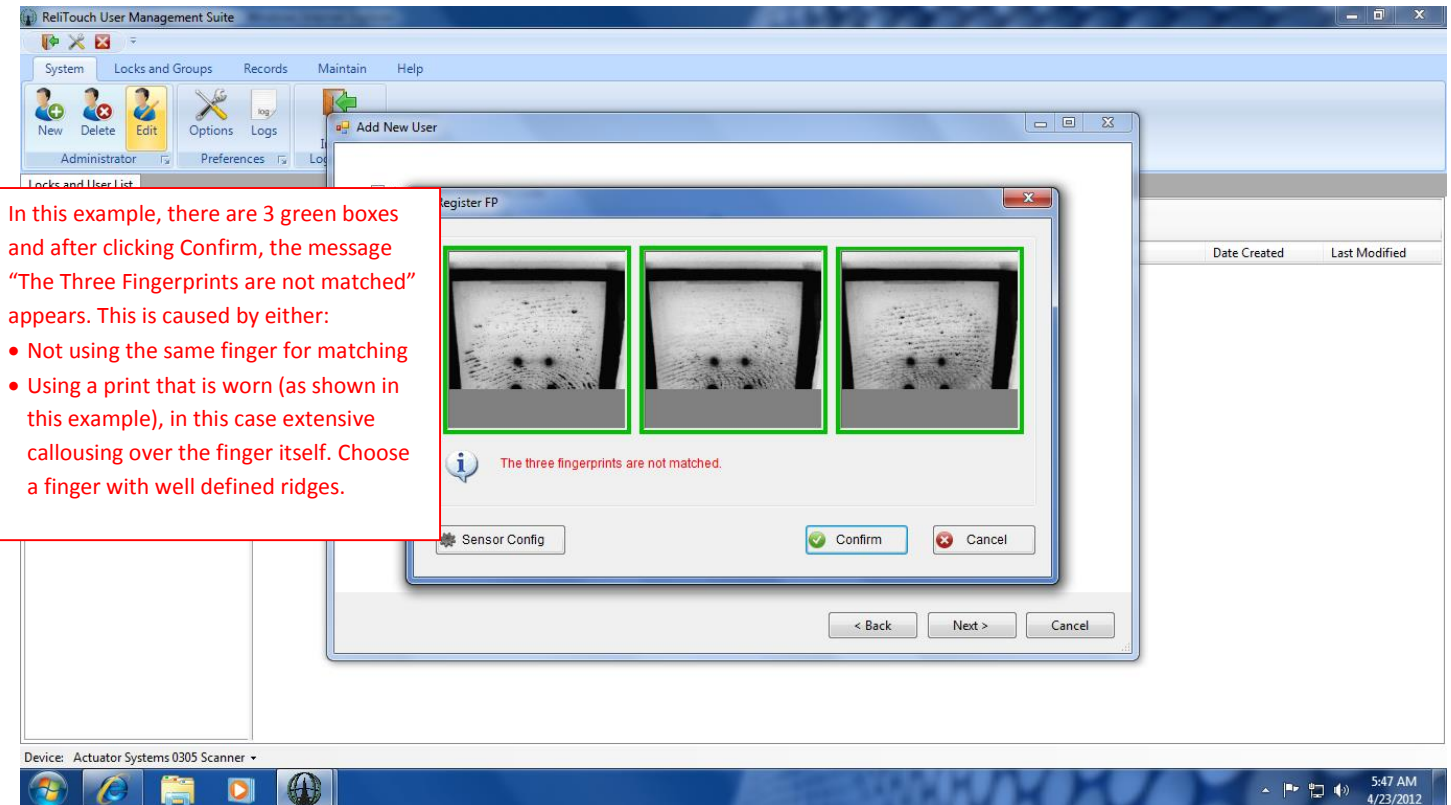
- Select "All Hour Access" for all Users to enter using verified FP or PIN at any time
- Select "Roster System" for limited access as selected for registered Users using verified FP or PIN

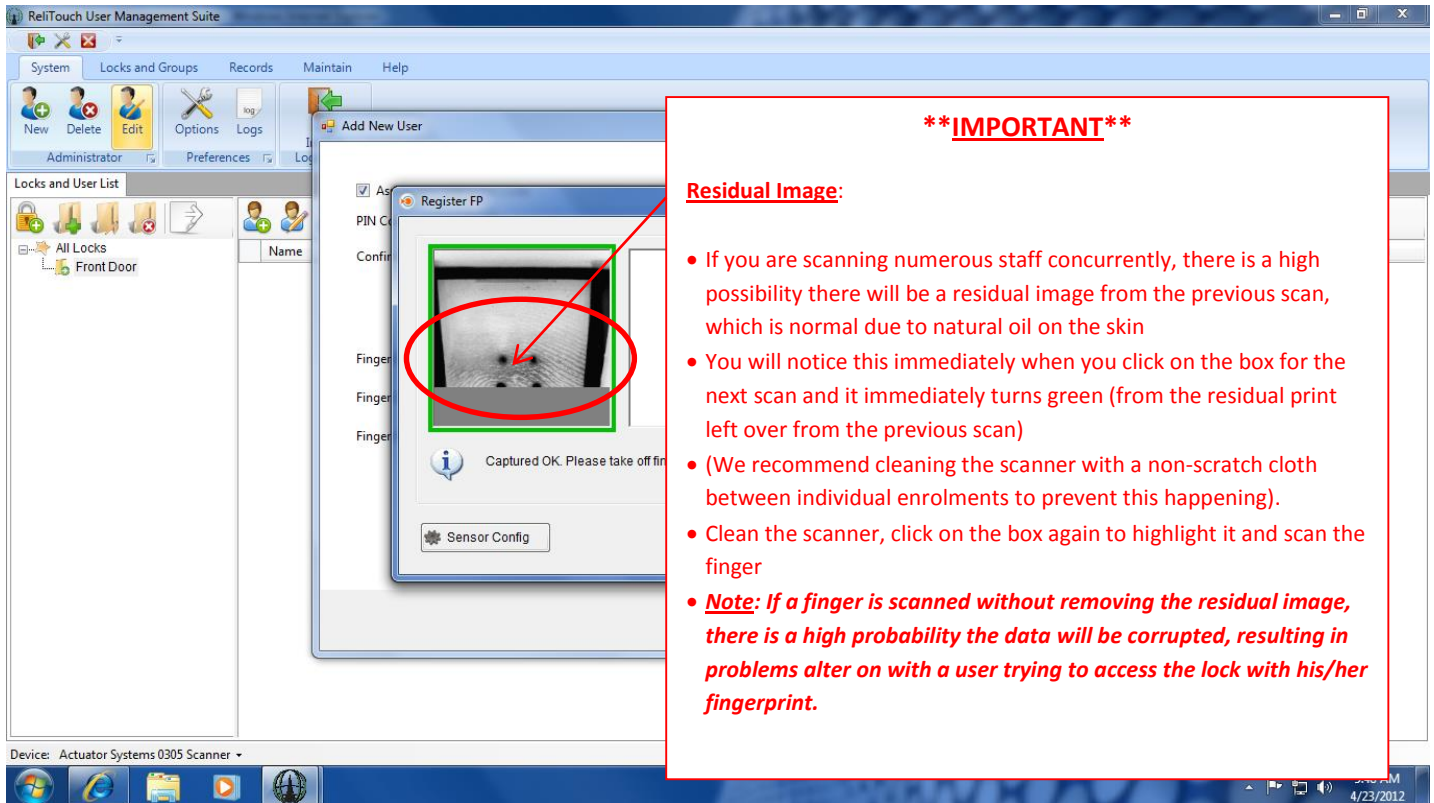
Notes:

- *Administrators have access at any time*
- *Timed TUM overrides any settings made at RUMS*

Adding Fingerprints and PIN codes to users





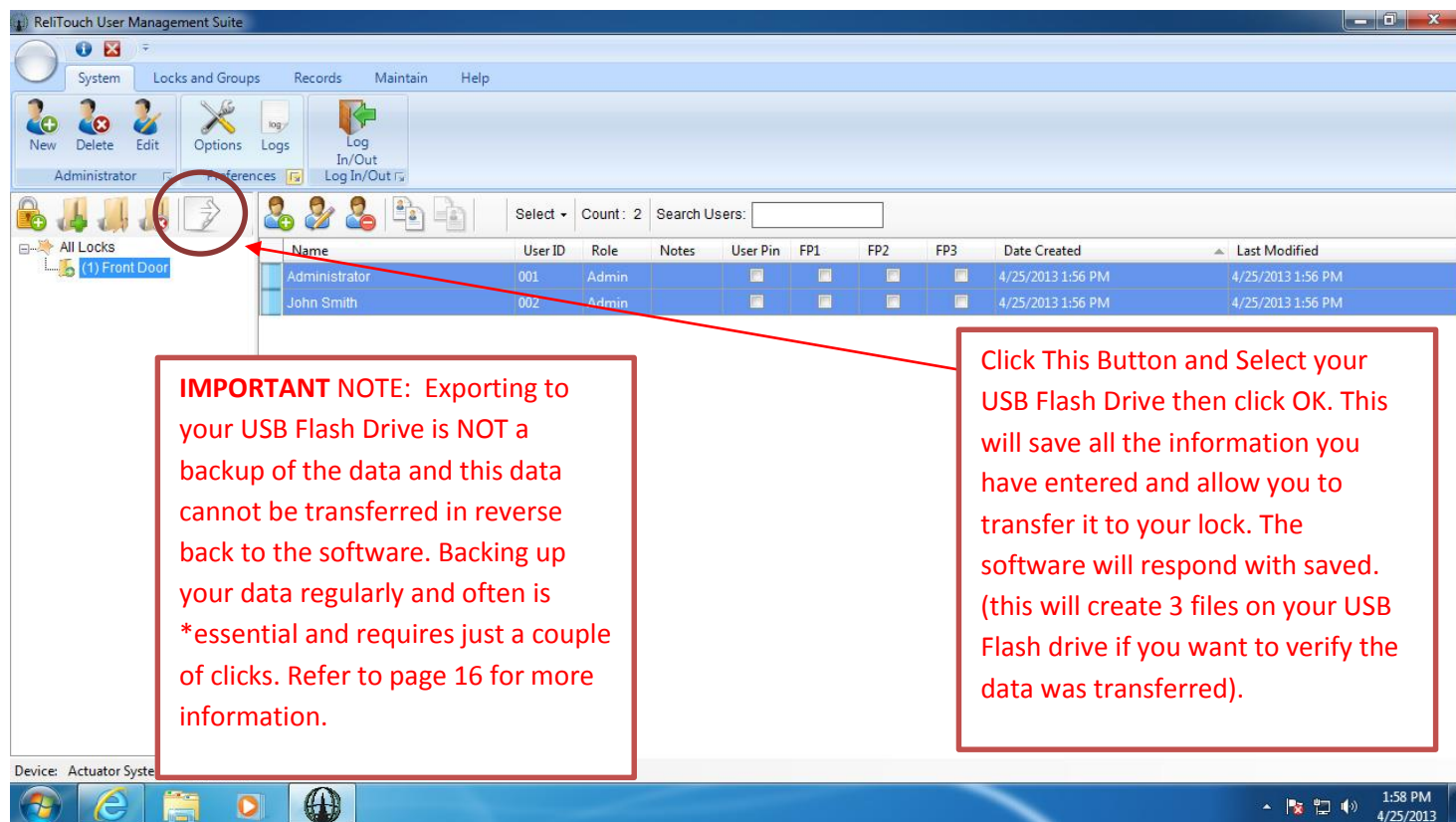


****IMPORTANT****

Residual Image:

- If you are scanning numerous staff concurrently, there is a high possibility there will be a residual image from the previous scan, which is normal due to natural oil on the skin
- You will notice this immediately when you click on the box for the next scan and it immediately turns green (from the residual print left over from the previous scan)
- (We recommend cleaning the scanner with a non-scratch cloth between individual enrolments to prevent this happening).
- Clean the scanner, click on the box again to highlight it and scan the finger
- ***Note: If a finger is scanned without removing the residual image, there is a high probability the data will be corrupted, resulting in problems alter on with a user trying to access the lock with his/her fingerprint.***

Transferring your users and information to the locks



IMPORTANT NOTE: Exporting to your USB Flash Drive is NOT a backup of the data and this data cannot be transferred in reverse back to the software. Backing up your data regularly and often is *essential and requires just a couple of clicks. Refer to page 16 for more information.

Click This Button and Select your USB Flash Drive then click OK. This will save all the information you have entered and allow you to transfer it to your lock. The software will respond with saved. (this will create 3 files on your USB Flash drive if you want to verify the data was transferred).

UPLOADING your USB Flash users and information to your lock

Step 1. Press M on the lock and log into the lock as an administrator. If this is the first use of the lock it will say “NO MASTER” meaning nothing is in the lock and take you to the menus. If the lock has already setup the lock will ask you to choose FP or Pass (pass is just a PIN code, FP is just an administrators fingerprint). Select 1 or 2 and type in your administrators PIN or use your administrators fingerprint.

Step 2. Insert your USB Flash Drive into the lock. A blue light will light up on the lock indicated it detects the Flash Drive.

Step 3. Use the Arrow Keys on the lock to move to the menu titled “Flash Drive” and press M.

Step 4. Select Data Upload and the screen will show “U-Disk OK”, followed by “DevFile Reading” and “UserFile reading”. When the upload is complete the lock will show “Rec Read” and you can press ‘E’ at this time to exit the menus.

The next time the lock is activated all the users that have been transferred will now be active. If the lock times out while going through this procedure don’t worry just press M to start again. The lock gives you about 4 seconds between menu options before it times out. (This prevents the lock from being used while you are away).

Using the AUDIT Trail Features

Transferring Audit Trail Records from the Lock to the USB Flash Drive

To download the audit trails from your lock follow the following steps.

(SPECIAL note: transferring the audit trail records from the lock resets the records stored in the lock to 0. Meaning downloading the audit trail transfers the records to your flash drive and removes those records from the lock.)

Step 1. Press M on your lock and log into the lock as normal as an administrator.

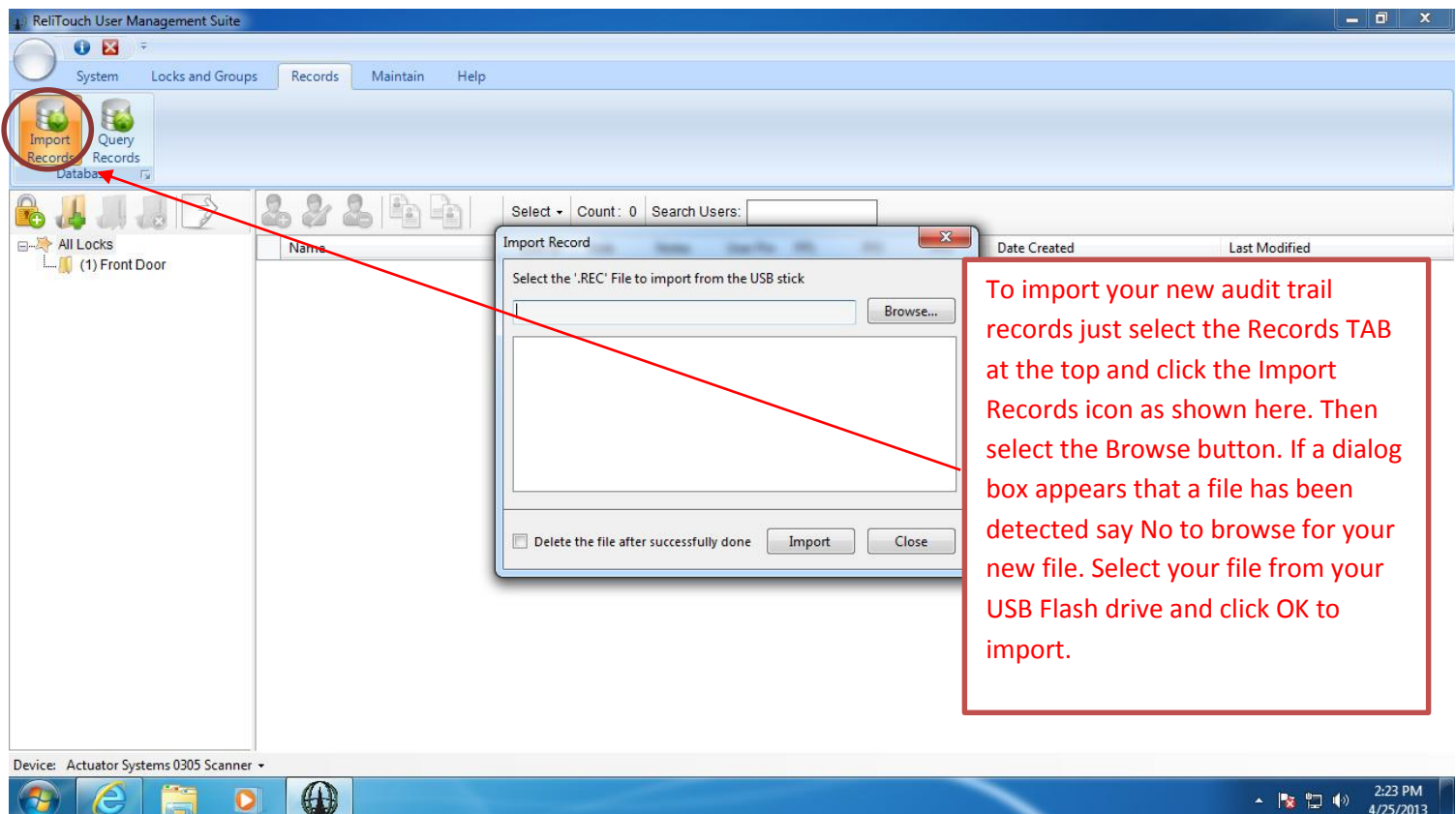
Step 2. Quickly insert your USB Flash drive. The blue light on the lock will activate showing you the lock has recognized the presence of the flash drive.

Step 3. Use the arrow keys to move to the menu called “Flash Drive” and press M.

Step 4. Select the “Records Out” menu item and press M.

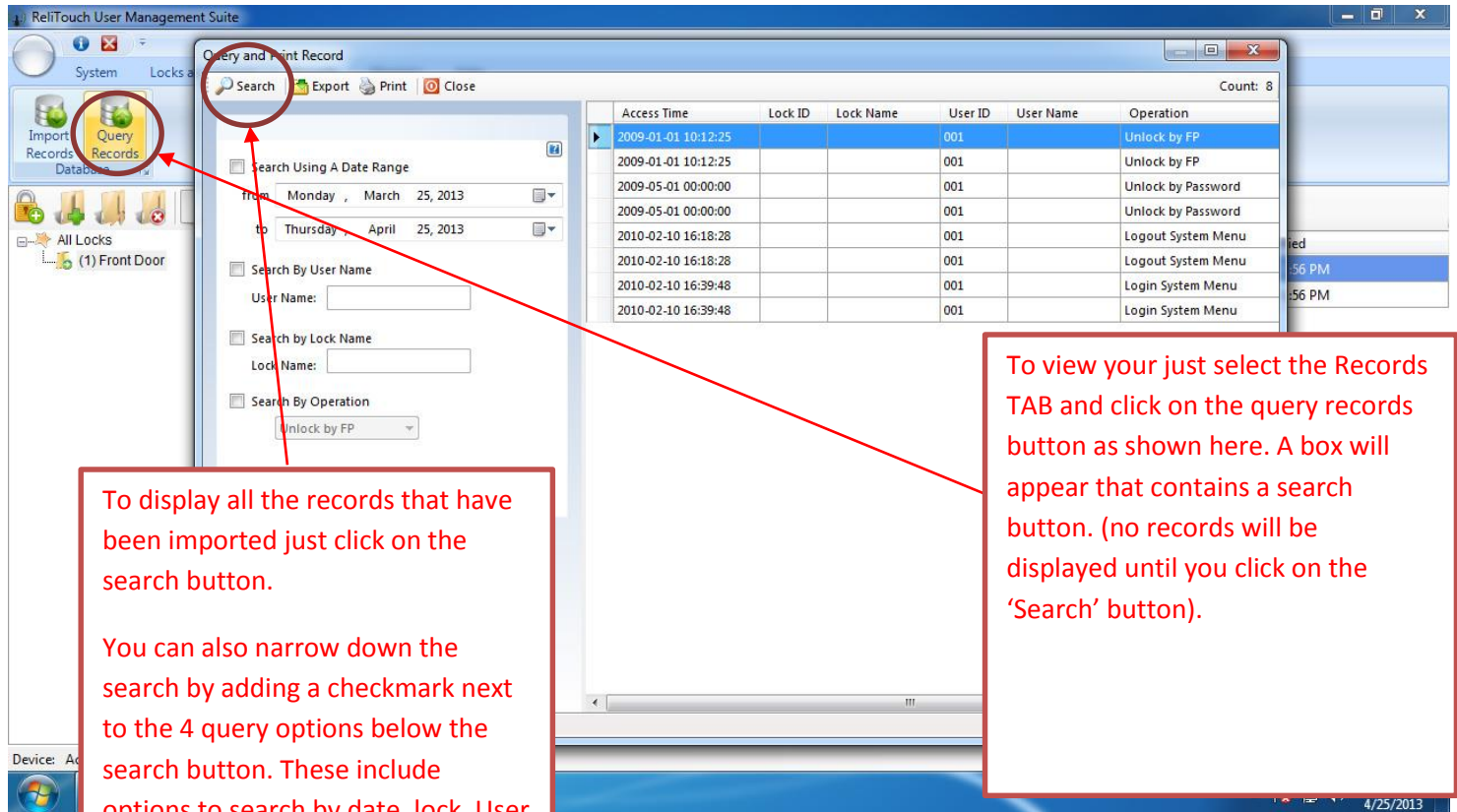
The lock will now transfer any access information stored in the lock to the flash drive. The file created will have a .REC extension.

Transferring Audit Trail Records from the USB Flash Drive to the RUMS Software



To import your new audit trail records just select the Records TAB at the top and click the Import Records icon as shown here. Then select the Browse button. If a dialog box appears that a file has been detected say No to browse for your new file. Select your file from your USB Flash drive and click OK to import.

Examining Audit Trail Records



To display all the records that have been imported just click on the search button.

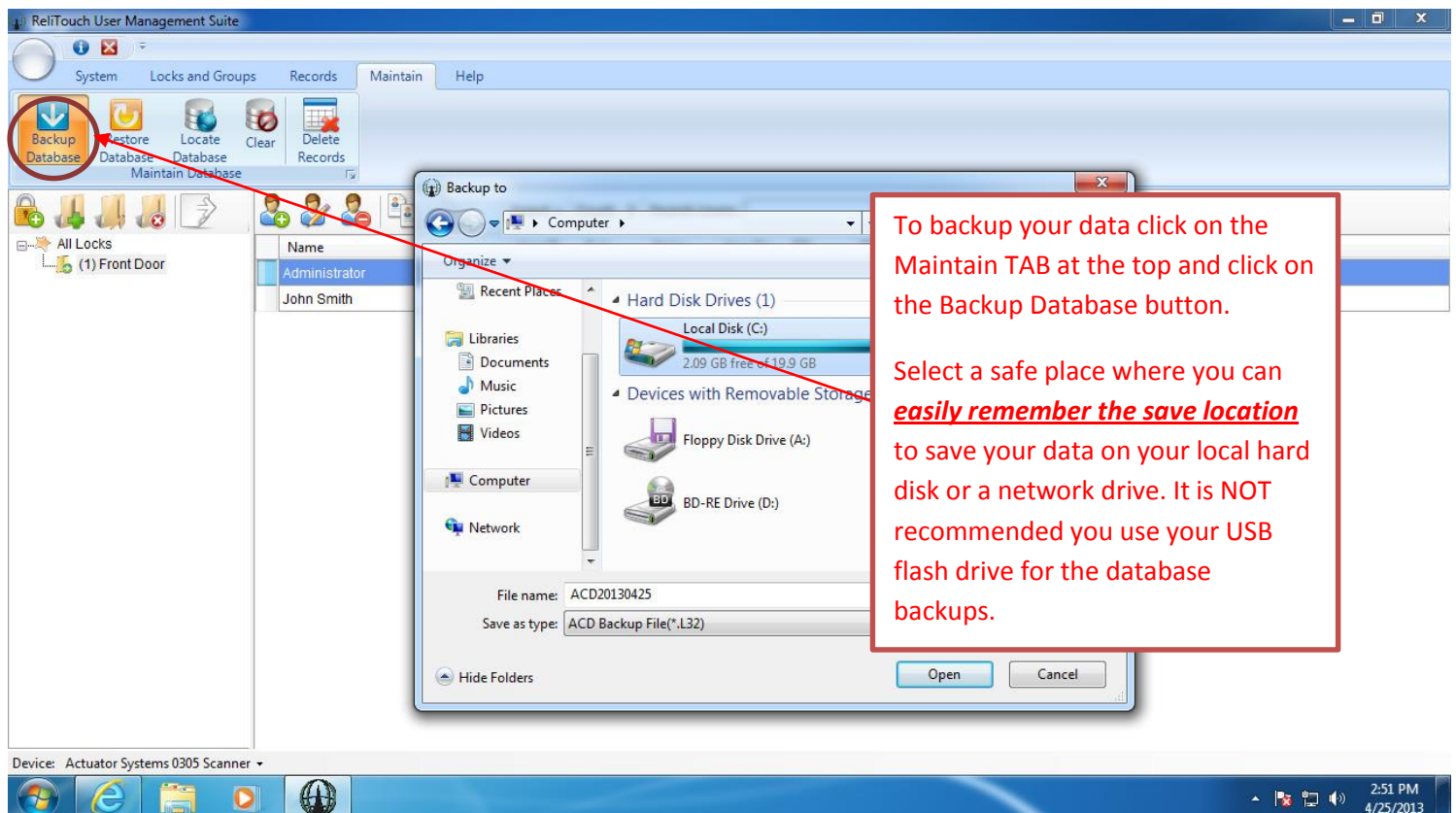
You can also narrow down the search by adding a checkmark next to the 4 query options below the search button. These include options to search by date, lock, User and Operation. Just select your options and click 'Search' again.

To view your just select the Records TAB and click on the query records button as shown here. A box will appear that contains a search button. (no records will be displayed until you click on the 'Search' button).

Access Time	Lock ID	Lock Name	User ID	User Name	Operation
2009-01-01 10:12:25			001		Unlock by FP
2009-01-01 10:12:25			001		Unlock by FP
2009-05-01 00:00:00			001		Unlock by Password
2009-05-01 00:00:00			001		Unlock by Password
2010-02-10 16:18:28			001		Logout System Menu
2010-02-10 16:18:28			001		Logout System Menu
2010-02-10 16:39:48			001		Login System Menu
2010-02-10 16:39:48			001		Login System Menu

Backing Up Your Data (This is essential, do not skip this).

Exporting your data to the USB flash drive does not create a backup of the data used in the software. To create a back of the data used in this software including all the administrator, user and audit trail records follow these steps.



It is always a good idea to have copies of your database. Viruses, hard disk crashes and other external factors can cause you to need this file. It only requires a few seconds to create.